

DDA/Reg

86-0507

## ROUTING AND TRANSMITTAL SLIP

Date

17 MARCH 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DIRECTOR OF INFORMATION SERVICES		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - ACTION

DDA REGISTRY  
FILE: 10-10

PLEASE HANDLE AS APPROPRIATE.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg.
	Phone No.

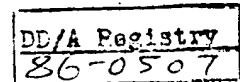
5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* U.S.G.P.O.: 1983 - 421-529/320



Information Security Oversight Office  
Washington, DC 20405



March 5, 1986

Dear Mr. Kerr:

Sections 5.2(b)(2) and (4) of Executive Order 12356 authorize the Director of the Information Security Oversight Office (ISOO) to oversee agency actions to ensure compliance with the Order and implementing directives and to conduct on-site reviews of the information security program of each agency that generates or handles national security information. In compliance with the Order, Harold Mason, the ISOO representative to your agency, will conduct a series of reviews during FY 1986. He will continue to concentrate on your agency's training program, implementing agency actions relating to the Order, and will conduct an intensive review of classified documents to determine if they are properly classified and marked.

Mr. Mason recently contacted your agency representative to discuss the FY 1986 review schedule and to propose dates for the reviews. The following dates have been proposed for the reviews: April 16, May 6, July 9, August 26, and September 24, 1986. Should changes to these dates become necessary, they may be made through the coordination of our representatives.

In conjunction with ISOO's reviews, Mr. Mason will require from your representative an itinerary for each scheduled review, which should include the offices to be visited and the name, title, and telephone number of officials to be interviewed. If your agency has a number of activities or facilities that provide input into the annual ISOO statistical report, SF 311, Agency Information Security Program Data, please provide the ISOO representative with a copy of the SF 311 information that these activities or facilities provide to your agency consolidated report. These requirements may be met on the days of the reviews.

Enclosed is a list of clearances that Mr. Mason holds. Verification of the clearances may be obtained from the office listed on the form. If you feel that Mr. Mason will require clearances other than those listed on the form in order to conduct a thorough review, please provide the information and necessary forms as expeditiously as possible so that the necessary processing of the forms may be completed and the clearances obtained prior to the scheduled review dates.

If you have any questions on the proposed dates or require clarification of ISOO's FY 1986 review policy, please call me on 535-7251 or Mr. Mason on 535-7254. I appreciate your past support of ISOO and look forward to a continued amicable working relationship.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Garfinkel", with a stylized flourish at the end.

Steven Garfinkel  
Director

Mr. Richard J. Kerr  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Enclosure



**General  
Services  
Administration** Washington, DC 20405

Date : March 6, 1986

Reply to : ATO IP  
Attn of :

Subject: Request for visit approval

To : Richard J. Kerr  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

1. The following GSA employee(s) will visit your facility as indicated:

NAME	CITIZENSHIP	CLEARANCE	DATE	BASIS
Harold C. Mason	U.S.		3/4/81	OPM BI, 5/9/75

\* Please note: Based on CIA Memo 25 January 1980:

1. In view of some recent confusion regarding the certification of SCI accesses, you are reminded that all such certifications must be made through the CIA Compartmented Information Branch (CIB).

2. To accomplish such certification, please contact the CIB, telephone number

FACILITY TO BE VISITED

CIA Facilities

DURATION OF VISIT

FY 1986

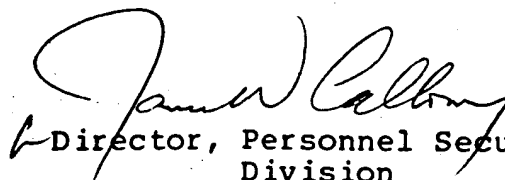
PURPOSE OF VISIT

ISOO Inspections and Meetings

PERSON(S) TO BE CONTACTED

Various

2. Approval is assumed in the absence of contrary advice.

  
Director, Personnel Security  
Division

phone: 566-1421

NOTE: This documentary evidence of security clearance is valid only for the purpose and date set forth above. Each person named above has been issued identifying credentials.

GSA FORM 6195 (Rev. 1-78)